

**Homeland Security Grant Program
Delaware Homeland Security Terrorism Preparedness Working Group
Meeting Minutes**

September 11, 2017

Call To Order

- A. DEMA Director A.J. Schall convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:00 p.m., in the Delaware Emergency Management Agency (DEMA) James E. Turner, III Educational Center. The following documents were provided to all meeting participants:
 - 1) Meeting Notice & Agenda
 - 2) DHSTPWG Meeting Minutes, August 14, 2017
 - 3) Training and Exercise Subcommittee Meeting Minutes, September 6, 2017
- B. Minutes from the August 14, 2017 meeting were reviewed and approved. **(Motion Approved: Robert Newnam; Second: Joe Hughes – Passed Unanimously)**

1. Old Business

- A. **Training and Exercise Subcommittee** – (Robert Newnam, Chairman)

Director Newnam briefed copies of the minutes that were provided to the Working Group. No actions needed to be taken by the Working Group. Director Newnam mentioned that many changes were made by FEMA to the training schedule for their classes due to Hurricanes Harvey and Irma. The exercise schedule is still very busy for the rest of the year and is starting to be scheduled for next year. The Training and Exercise Planning Working (TEPW) is scheduled for October 31st, and Director Newnam thanked Director Schall for sending out invites.

- B. **FY2015 and FY2016 Homeland Security Grant Status**

Ms. Fitzgerald spoke about the FY15 grant status and said that the grant only has approximately 11% remaining to be spent or allocated, outside of obligated sub-grants and M&A. Reconciliation was just recently completed, giving some money back due to cost savings, but we are still in a good spot. FY16 is moving along well. We are in about the same location as normal, with 63% of the grant unspent or unallocated and 35% of the grant going towards subgrants. FY17 was awarded and is going through the clearinghouse.

2) New Business

A. THIRA Update

Ms. Hupp updated the group on the THIRA process after the THIRA Technical Assistance session in Philadelphia last month. She stated that there would be 6 scenarios that would be more flushed out and the group would cover three per year. One of those scenarios would be from each hazard type, natural, human caused, and technological, and between the three, they would hit upon all 32 Core Capabilities. The thought behind this is to give people more time to improve upon gaps and reduce the amount of burn out individuals feel from the previously more resource-intense THIRA process.

B. Discipline Briefings

a. Critical Transportation

The group entered executive session for the DMV presentation.

The group exited executive session to hear DelDOT's presentation. Mr. Dwayne Day covered the TMC and other Homeland Security functions within DelDOT, as well as response capabilities. He also spoke to how the Working Group's support has built and sustained not only equipment, but also operational knowledge through training such as ICS courses and exercises. He highlighted items such as the radio system, the mobile TMC, and the drone program as wins for DelDOT and the state.

b. Cybersecurity

Ms. Elayne Starkey spoke about recent high profile events, such as the Equifax data breach, and how Delaware State Government takes steps to protect ourselves from such items. She stated that without the support of the Working Group, some security initiatives would not have been able to be developed as quickly as they have within the state. Ms. Sandra Ennis-Alexander finished by highlighting projects and trainings that the Working Group has funded at both the state and local level, what the purposes of those projects are, and how they are making not just cyber systems more resilient, but much of the state's critical infrastructure.

C. Director Comments

Director Schall talked about the importance of 9/11 and the purpose of the Working Group and how we all were working towards not just preventing and responding to attacks such as 9/11, but also all-hazards, such as the recent hurricanes. He talked about how DEMA was supporting response efforts in other areas for the hurricanes and how it is because of the work we do here and our coordination efforts that that can happen. He then stated that due to the contributions over the past few months, he felt comfortable move the meeting to a less frequent basis. Meetings will now be bi-monthly unless otherwise announced.

D. Discussion

None

- 3) **Next Meeting** – The next meeting is scheduled for November 13, 2017, at 1:00 p.m. at DEMA.
- 4) Meeting was adjourned; **Motion - Robert Newnam, Second – Jamie Bethard.**

Minutes approved by DEMA Director

A.J. Schall, Jr.

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachment: Attendance Roster

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MEETING ATTENDANCE ROSTER	
Name	Agency
A.J. Schall, Jr.	Chairman
Sandra Ennis-Alexander	DTI
Colin Faulkner	Kent County Public Safety
Joseph Hughes	League of Local Government
Amy Anthony	DMV
Daniel Meadows	DSP
Mei Johnson	Citizen Corps
Tim Sexton	DPH
Robert Newnam	Delaware State Fire School
Bobby Schoonover	Sussex County EMS
Dwayne Day	DelDOT
Lisa Tanielian	DDA
Kevin Sipple	Kent County Public Safety
Delaware Emergency Management Agency Staff	
Paige Fitzgerald	Planning Section Supervisor
Renee Hupp	Terrorism Preparedness Planner
Shaun Diggs	Management Analyst